



EIM/ESM Workshop Registration

Virtual Gateway training is please to offer providers who bill for Unit Rate contracts two opportunities for hand-on practice in EIM/ESM. We hope these offerings allow you to develop a comfort level in EIM/ESM and assist you in assessing the best way to incorporate EIM/ESM into your current billing process.

Unit Rate Practice Workshop – These sessions provide billing staff from provider organizations a chance to practice completing Service Delivery Reports. Attendees will complete sample, agency-specific exercises that demonstrate the “look and feel” of Unit Rate billing in EIM/ESM. Participants must complete relevant EIM/ESM Computer-Based Training before the workshop.

Unit Rate Billing Workshop – These sessions provide billing staff from provider organizations new to Unit Rate in EIM/ESM additional support during his/her first billing cycle. Attendees are asked to bring actual billing documents to the session. Participants will then enter July service details into the Service Delivery Report created in August via EIM/ESM. Each participant must also bring his/her Virtual Gateway User ID.

Access PACE

This job aid steps *existing* EIM/ESM users through how to register for the Pre-Go Live Unit Rate Practice or the Post-Go Live Unit Rate Billing workshop.



1. Access the PACE web page via this link: http://comasskcprod.mksi-lms.com/kc/login/login.asp?kc_ident=kc0001&strUrl=http://comasskcprod.mksi-lms.com/EOHHSnonhrcms/Default.asp


2. Log into PACE using the PACE user ID and password provided to you.

Note: Your PACE ID is *not* the same as your Virtual Gateway Security ID. Your PACE ID is typically (but not always) your last name followed by the first two initials of your first name (e.g., smithja for James Smith).

- If you have forgotten your password, please click the ***Forgot Password?*** link on the PACE web page.
- If you have forgotten your user name, please click on the ***Forgot Login?*** link on the PACE web page.
- If you continue to have problems logging in, please contact our training team at: VirtualGatewayTraining@state.ma.us or 800-421-0938, Option 4.

Access EIM/ESM online billing courses

1. Click 
2. Click 
3. Search using the Keyword “151”.
4. Scroll down in the Results screen to see all available courses.

 **151 - Unit Rate Workshop** [Classroom]

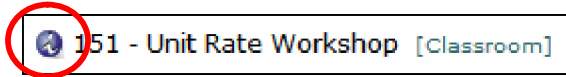
Note:

- Workshop courses are displayed as text and [Classroom] appears next to the course name.



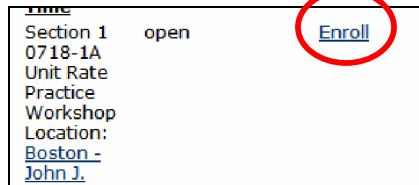
**Access
EIM/ESM
online
billing
courses
(continued)**

5. Select the link for the course you wish to take.



6. Find the appropriate section and select the [Enroll](#) link.

Note: When making a selection, take note of the section name and description which will designate whether a workshop is for practice(pre-go live) or billing(post go-live).



7. Confirm your enrollment in the class by selecting “OK.”

